

HRD Continuous Improvement Team

Team Members

Lee Ann Tramontin	Sponsor
Cindy Brown	Team Leader
BJ Gritton	HRD
Fran Dundon	KY Tech
George Scott	DES
Kim Hamblin	DTR
Lee Cowherd	HRD
Don Hiatt	DVR
Mike Rawlings	Computer Services
Priscilla McCowan	HRD
Sandy Kestner	DAEL
Tim Nelson	DFB

(Please Provide any comments/suggestions to CindyL.Brown@mail.state.ky.us)

CHARGES

- Develop an orientation program for new cabinet employees
- Develop an orientation program for current cabinet employees
- Develop and submit a plan for Change Management Training for all cabinet employees
- Develop a Trainer Network
- Develop a Awards and Recognition Program for cabinet employees
- Develop and implement a plan for leadership and management training throughout the cabinet
- Make recommendations for developing individual employee career development plans
- Make recommendations for Tuition Assistance Program



Work in Process

- Develop a Employee Satisfaction Survey
- Develop a Cabinet-wide Training Plan
- Make recommendations for Performance Evaluation Standards
- Develop and distribute quarterly newsletter to keep Cabinet staff informed of Team's progress

HRD

Purpose

- To develop and continuously improve the Cabinet's HRD function

Progress Notes

- A New Employee Orientation Program is targeted to begin September, 2001.
- A team member is developing a draft plan for a trainer network
- Sub-teams composed of members from all departments have been formed to draft plans for: Tuition Assistance and Individual Career Development Plans
- After researching, a sub-team is developing a draft plan for a employee satisfaction survey. Target piloting December 2001.
- A four person team is looking at the following: Cabinet-wide Training Plan; Change Management Training and Training for Management and Leadership
- The first phase of Awards & Recognitions (no cost) is targeted for October 2001.
- The newsletter will be quarterly on the Intranet.

"The tragedy in life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach." *Benjamin Mays*

HRD CORE VALUES

INTEGRITY:

We believe in respect, honesty, trust and a sense of fair play;

CREATIVITY:

We are committed to being innovative and progressive in our work, taking risk and keeping our sense of fun;

TEAMWORK:

We believe in an environment where communication flows freely and employees and partners all work together to support one another;

EXCELLENCE:

We value the development of our staff through empowerment, training and recognition of high levels of performance;

QUALITY:

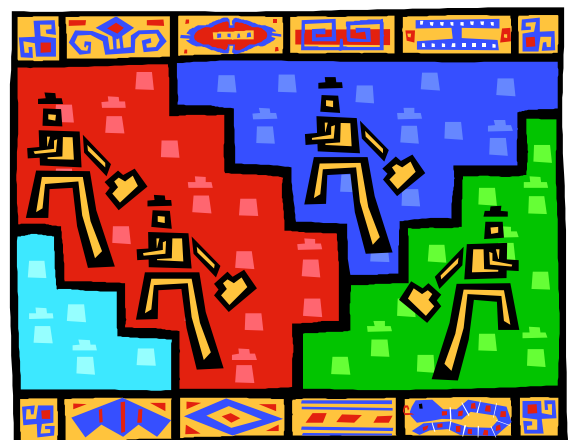
We believe in a comprehensive, customer focused system that strives to continuously improve services offered by our cabinet;

DIVERSITY:

We value all employees, their differences, open mindedness and ideas that stimulate change and improvement

Coming Attractions to a Training Room Near You

- **Telephone Techniques**
- **Coping with the Cycles of Change**
- **Coaching**
- **Positive Discipline**
- **Basic Documentation for Supervisors**
- **Sexual Harassment make-up session**
- **EEO Coordinator Training**
- **EEO Counselor Training**
- **EEO Basics**
- **Personal Style**



"You must be the change you want to see in the world." *Ghandi*